We're recruiting a new director to be our Treasurer

The Bristol Energy Network is looking for a new Director for our Board with some experience in Accounting and/or Finance. Could this be you?

We can offer you…

- The chance to be part of a community interest company at an exciting time in its development, and to have an impact in the city.
- The opportunity to be part of our small, dedicated, friendly team.
- The opportunity to make a difference to how Bristol and the wider region moves towards a lower carbon, socially just energy system.
- Experience of being on a Board of Directors, with training and development opportunities.

BEN welcomes all nominations to become a Director. We are also keen to ensure the network is representative of the community it serves, and especially those most affected by energy issues such as fuel poverty. Therefore, we particularly welcome applications from BME communities, older people, disabled people and low-income communities.

If you are interested in joining the BEN board, get in touch with us at coordinator@bristolenergynetwork.org.

To find out more about the BEN director role, please read our call for directors which you can download here.

Overview

Bristol Energy Network CIC: Call for a Director as Treasurer

July 2021

The following document provides an overview of the network and what we expect of all Directors.

We welcome all nominations to become a BEN director. If you have any questions or would simply like to discuss whether this is an opportunity for you talk to one of our team or email Emilia Melville - coordinator@bristolenergynetwork.org

About Bristol Energy Network
Bristol Energy Network (BEN) (see www.bristolenergynetwork.org) is an umbrella organisation for all community energy groups in Bristol and the surrounding area. Founded in 2010 by a group of energy professionals and activists, the network was designed to share ideas, information and resources and facilitate closer cooperation and collaboration in projects and events between community groups working on sustainable energy issues. The network is a Community Interest Company with over 30 member organisations which we work with to develop and consolidate and expand upon previous activity.

**Being a BEN Director**

Directors are essential to ensuring that BEN remains healthy and sustainable and able to navigate changing times and economic climates. BEN can have nine directors on the board (http://bristolenergynetwork.org/aboutus/board/). BEN directors are either elected by BEN members at Annual General Meetings (AGMs) or voted on to the board. BEN directors typically stand for a 2-year term after which they stand down or stand for re-election.

**BEN director role and responsibilities:**

- Supporting BEN to achieve its aims and objectives. See here: http://bristolenergynetwork.org/aboutus/about-ben/
- Ensuring the Company functions within its legal and financial requirements
- Acting as an ambassador for the organisation where necessary
- Offering your views and experience and supporting the strategic direction of the company
- Using your skills, knowledge or experience to help the board of directors reach sound decisions
- Taking part in monthly board meetings and offering some additional time between meetings

**We are looking for directors with:**

- Integrity
- A commitment to the organisation, its values and its objectives (http://bristolenergynetwork.org/aboutus/about-ben/)
- Time to offer to the company.
- Strategic vision and an ability to think creatively.
- An ability to work effectively as a member of a team.
- A willingness to accept the legal duties and responsibilities of directorship. (Training available)
- In particular, we are looking for people with experience of Accounting and Finance.

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- The opportunity to be part of our small, dedicated, friendly team.
♦ The opportunity to make a difference to how Bristol and the wider region moves towards a lower carbon, socially justice energy system.
♦ Experience of being on a Board of Directors, with training and development opportunities.

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**Standing to be a director at the AGM**

If you wish to stand for election at the AGM we will ask you to complete a short application form, which includes a short (up to 200 word) piece describing yourself to members who will be voting at the AGM. Please get in touch with coordinator@bristolenergynetwork.org to request an application form. Candidates who are present at the AGM are much more likely to be elected.

**Treasurer Role and Responsibilities**

This is a key position, playing a major part in supporting BEN. You will be:

♦ Overseeing the financial affairs of the organisation and ensuring they are legal, constitutional and within accepted accounting practice.
♦ Regularly reporting the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc.) and overseeing the production of financial reports/returns, accounts and audits.
♦ Working closely with BEN staff to ensure proper records are kept and that effective financial procedures are in place.
♦ Carrying out specific financial duties such as; paying of invoices, liaising with our payroll provider.
♦ Working with staff to oversee the production and approval of BEN’s annual budget at the last meeting of the year.
♦ Contributing to BEN’s strategy and direction at regular board meetings and subcommittees.
♦ You will lead on financial matters on the Board, supporting non-finance trustees to understand the financial information and understand financial issues well enough to make informed decisions.

To fulfil the Treasurer role we are looking for someone with:

♦ Experience of finance and accountancy.
♦ A good understanding of company finance and accounting, including an up to date familiarity of Companies House processes and requirements, and any wider
compliance issues affecting Community Interest Companies (we can offer additional training on this for the right person).

**General Director Role and Responsibilities**

If you do not fancy these specific roles, we are also keen for Directors to join with a wide range of skills including HR, Fundraising, Community Energy, business development and most of all the passion to make a difference.